



VACANCY ANNOUNCEMENT

Programme Assistant, G-6

Mitigation Division

Coordination Unit

Choose an item.

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 February 2023 23:59 hrs CET	VA 23/005/M	As soon as possible	One year and six months with possibility of extension	Bonn, Germany

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where you will be working

The post is located in the **Coordination unit** of the **Implementation Coordination subdivision**.

The **Implementation Coordination subdivision** forms part of the **Mitigation division**, which supports Parties to facilitate, catalyze and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are supported in developing, communicating and effectively implementing ambitious NDCs and LT-LEDS in a manner that facilitates just transitions and including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

The **Coordination unit** provides effective support on matters relating to resource mobilization and utilization, business development, and portfolio management, including CDM and Article 6. The Coordination unit also manages the framework agreements with ICT for the division and oversees its supplementary projects.

What you will be doing

Reporting to the Team Lead (Coordination unit), you will contribute to supporting the work related to resource mobilization, portfolio management, strategic partnerships, business development and substantive coordination, as well as collaboration across other divisions and subdivisions. Focus of the work for the positions will also include assisting the development and coordination in implementing the Article 6 work-programme and other relevant mechanism/s.

Your responsibilities

Particular activities include:

- a. Support in coordinating the work of substantive areas including assisting in data collection to create action plans and progress reports while collaborating with various teams within / outside the division;



- b. Support in coordinating with teams, preparing inputs and designing mini databases to develop the portfolio of the Mitigation division, including management plans, budgets, and progress reports to the constituted bodies;
- c. Support in establishing and promoting strategic partnerships including conducting the research to identify existing and potential partners, such as UN agencies, development organizations, financial institutions related to areas of the division's work, with a focus on Article 6 of the Paris Agreement;
- d. Support the activities for resource mobilization by assisting in preparing funding proposals, reports for donors, presentations and briefing notes, as well as data gathering on potential donor profiles, relevant policies, trends and funding mechanisms, while working closely with the Regional Collaboration Centers (RCCs);
- e. Support in relationship management at the institutional level with donors with stakeholders by organizing relevant meetings;
- f. Assist in the implementation of the Article 6 capacity-building work programme by maintaining a system for the tracking the required activities;
- g. Support the preparation and coordination of substantive input related to strategic planning, cross-divisional collaboration activities and strategic partnerships;
- h. Assist in coordinating, developing, implementing and reporting on the division's cross-divisional agreements for the delivery of activities;
- i. Support the respective unit in terms of administrative tasks, organizing meetings, managing progress trackers for the unit; manage financial budget and work closely with the Director to manage the process of decision-making on missions for the division, as well as acting as focal point for preparing divisional inputs for senior management.
- j. Perform any other job-related activity required to achieve the goals and objectives of the team, the subdivision, the division and the secretariat, including participation in technical meetings, workshops and preparing presentations where appropriate.

Competencies

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines; keeps abreast of new developments and technologies in the field of expertise; Actively seeks to expand the existing level of job knowledge and expertise.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.



Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation; establishes networks and leverages partnerships to achieve results.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Required Completed secondary education. Formal secretarial or other related training an asset.

Experience

Required: At least seven (7) years of relevant work experience carrying out functions as a Secretary / Personal or Team Assistant, with a coordination role preferably with some experience working in an international organization.

Language skills

Required: Fluency in English (both oral and written).

Asset: Working knowledge of German. Knowledge of another United Nations language desirable.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.



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3. Indicative net annual salary: Euro 47,817 plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
